

DOCUMENTS CROSS-REFERENCED
ATTACHED:

ATTACHED
D/Per 85-0884

D/Pers

85-0981

DD/A Registry

85-1154

MAR 29 1985

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Talking Points for the DDCI Address to the Placement
Directors' Seminar, 3 April 1985

1. We have scheduled you to address our guests immediately after my opening remarks. Since we believe your comments will set the tone for the entire seminar, your reference to the importance of the Agency mission and some of the critical national security issues that we are addressing is recommended. Subsequent speakers will address our specific personnel requirements.

2. The guests have been nominated for attendance by the Agency Recruitment Activity Officers who regularly deal with them. They have been cooperative in our recruitment effort. In their placement facilities these people are the key conduit of access to the students on their campuses who are looking for employment opportunities. They have the reference libraries where Agency literature is made available to inquiring students, as well as interview rooms where employers, including our recruiters, privately interview prospective applicants. Historically, the college campuses have been our most important source of candidates for employment. This has been greatly facilitated by the cooperation of the campus placement officers.

3. One concern of placement directors over the past decade has been the decline in the need for Liberal Arts graduates in the job market. During this period the Central Intelligence Agency has been a consistent employer of Liberal Arts/Humanities graduates. Your reference to this would be warmly welcomed. Finally, your comments regarding the importance of recruitment in the Agency and your personal thanks for the past cooperation of the placement directors would be in order.

/s/ Robert W. Magee

Robert W. Magee



SUBJECT: Talking Points for the DDCI Address to the Placement
Directors' Seminar, 3 April 1985

DA/OP/E/Div III, (26 Mar 85)

STAT

Distribution:

- Orig - Addressee
- 1 - Executive Director
- 1 - DDA
- ① - Executive Registry
- 1 - D/Pers
- 1 - C/Div III/OP

D/M 85-0884

MAR 14 1985

DD/A Registry

85-0940

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Robert W. Magee
Director of PersonnelSUBJECT : Request to Address Placement Directors' Seminar -
3 April 1985

1. The Office of Personnel is hosting a seminar for 30 university placement directors on the 3rd, 4th and 5th of April to enhance our recruitment effort at their respective schools. We request that you address the group at 0930 on 3 April in room 1E78, Headquarters building.

2. The same evening, from 1700-1900 hours, we are hosting a reception in the Executive Dining Room. If convenient, we would appreciate your attending this function.

3. I have attached a list of the invitees and a copy of the proposed agenda.

Robert W. Magee

Robert W. Magee

Attachments:

- A. Agenda
- B. List of Attendees

I will (✓) will not () address the Placement Directors' Seminar.

I will (✓) will not () attend reception.

DA/OP/E/ROD/[] (13 March 1985)

STAT

Distribution:

- Orig - Addressee (Return to D/OP)
- 1 - ER w/atts
- 1 - DDA w/atts
- 1 - D/OP w/atts
- 1 - DD/E/OP
- 1 - C/ROD/OP
- 1 - ROD Chrono

DCI
EXEC
REG

L-305

OFFICE OF PERSONNEL
PLACEMENT DIRECTOR SEMINAR

AGENDA

2 April

Placement Directors arrive and check into hotel

3 April

0745 Placement Directors picked up at hotel and delivered to
Headquarters

0845 Conference convenes in Room 1E78 Headquarters

0850 Administrative Notes

[redacted]
Chief, Recruitment Operations Division

STAT

0900 Welcome by Sponsor
Robert W. Magee
Director of Personnel

0930 Comments from the DDCI
John N. McMahon
Deputy Director of Central Intelligence

1000 Break

1020 The Role of the Employment Office
[redacted]
Deputy Director for Employment

STAT

1045 Orientation Presentation
[redacted]
Chief, Recruitment Operations Division

STAT

1130 Lunch

5 April

0745 Agency buses pick up Placement Directors at hotel and bring them to Headquarters. Placement Directors bring luggage with them.

Briefings 1E78 Headquarters

0845 Administrative Notes

Chief, Recruitment Operations Division

STAT

0900 Administrative Directorate
- (Directorate allocates own time)
1200 Please include COOP Program

1200 Lunch

-
1300

1300 Minority Recruitment in the CIA
- Avon Harding
1330 Director of Equal Employment Opportunity

1330 Applicant Processing in the CIA

-
1415 Chief, Division I

STAT

1415 Security and the CIA

-
1500 Director of Security

STAT

1500 Break

-

1520

1520 Remarks by DD/OP

-
1550

STAT

1550

STAT

1630 Conference Adjourns
Buses return Placement Directors to hotel to get transportation to airport.

Placement Director's Seminar
3, 4, 5 April 1985

ATTENDEES

Ms. Victoria I. Ball
Director of Career Planning Services
Brown University
Box 1907
Providence, Rhode Island 02912

Dr. James Otto Berg
Director Career Planning & Placement
Northern Arizona University
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Ms. Vernicka Biles
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Johns Hopkins University
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Assoc. Director of Career Planning & Placement
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Boston, Massachusetts 02215

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Clemson, South Carolina 29631

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Coordinator Business &
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Mr. Raymond H. Thrist, Jr.
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Pensacola, Florida 32514-0101

Mr. Louis J. VanPelt
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Mr. Robert K. Weatherall
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Massachusetts Institute of Technology
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Mr. Carl Young
Assistant Director Career Services
University of Colorado
Campus Box 133
Boulder, Colorado 80309

85-0868

DD/A Registry

85-0942

MAR 14 1985

MEMORANDUM FOR: Executive Director

VIA : Deputy Director for Administration

FROM : Robert W. Magee
Director of PersonnelSUBJECT : Request to Attend Placement Directors' Seminar
Reception - 3 April 1985

1. On the 3rd, 4th and 5th of April the Office of Personnel is hosting a seminar for 30 university placement directors to enhance our recruitment effort at their schools. On the evening of 3 April, from 1700-1900, we are hosting a reception for our guests in the Executive Dining Room. If convenient, we would appreciate your attending this function.

2. I have attached a list of the invitees for your information.

Robert W. Magee

Robert W. Magee

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- A. Agenda
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OFFICE OF PERSONNEL
PLACEMENT DIRECTOR SEMINAR

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Placement Directors arrive and check into hotel

3 April

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0845 Conference convenes in Room 1E78 Headquarters

0850 Administrative Notes
[redacted]
Chief, Recruitment Operations Division

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Robert W. Magee
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0930 Comments from the DDCI
John N. McMahon
Deputy Director of Central Intelligence

1000 Break

1020 The Role of the Employment Office
[redacted]
Deputy Director for Employment

STAT

1045 Orientation Presentation
[redacted]
Chief, Recruitment Operations Division

STAT

1130 Lunch

3 April

Afternoon Briefing 1E78 Headquarters

1300 The Intelligence Directorate
- (The directorate will allocate its own time)
1630

1700 Executive Dining Room "Get Together"
- Agency officers will be invited to meet the Placement
1900 Directors

1900 Meeting Adjourns
 Buses return Placement Directors to hotel

4 April

0745 Agency vehicles pick up Placement Directors at hotel
 and deliver them to Headquarters

Briefings at 1E78, Headquarters

0845 Administrative Notes

 Chief, Recruitment Operations Division

STAT

0900 The Science and Technology Directorate
- (The directorate allocates its own time)
1200

1200 Lunch
-
1300

1300 The Operations Directorate
- (The directorate allocates its own time)
1630

1630 Meeting Adjourns
 Buses Return Placement Directors to Motel

5 April

0745 Agency buses pick up Placement Directors at hotel and bring them to Headquarters. Placement Directors bring luggage with them.

Briefings 1E78 Headquarters

0845 Administrative Notes
 [redacted]
 Chief, Recruitment Operations Division

STAT

0900 Administrative Directorate
 - (Directorate allocates own time)
 1200 Please include COOP Program

1200 Lunch
 -
 1300

1300 Minority Recruitment in the CIA
 - Avon Harding
 1330 Director of Equal Employment Opportunity

1330 Applicant Processing in the CIA
 - [redacted]
 1415 Chief, Division I

STAT

1415 Security and the CIA
 - [redacted]
 1500 Director of Security

STAT

1500 Break
 -
 1520

1520 Remarks by DD/OP
 - [redacted]
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 [redacted]

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1630 Conference Adjourns
 Buses return Placement Directors to hotel to get transportation to airport.

Placement Director's Seminar
3, 4, 5 April 1985

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